



**FAIRFAX COUNTY
PUBLIC SCHOOLS**

Department of Financial Services

Office of Procurement Services
8115 Gatehouse Road, Suite 4400
Falls Church, Virginia 22042-1203
Telephone: 571-423-3550

REQUEST FOR INFORMATION

RFI 2000001865



REQUEST FOR INFORMATION

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Education Compliance System

To: All Interested Parties

Date: March 8, 2016

Subject: Education Compliance System

IN RESPONSE, PLEASE REFER TO RFI 2000001865

Fairfax County Public Schools (FCPS) is interested in gathering information about any software application solution that will facilitate the documentation/tracking of the completion of required information associated with the FCPS Coaches' Education Program (CEP) for coaches employed by FCPS as well as the Student-Athlete Eligibility Compliance System (SAECS) -at both the local school Activities Offices within each high school as well as the central Office of Student Activities and Athletic Programs (SAAP).

This RFI is not a procurement venue. No contract award or pre-qualifications will be made based on the responses to this RFI. After written responses to this Request for Information are received, FCPS may invite offerors to demonstrate proposed solutions to provide a further understanding of and exploration of the product capabilities. Based upon the results of this request, FCPS will either issue a solicitation or explore other alternatives.

The attached response form must be received no later than 2:00 PM EST, March 31, 2016 at the Office of Procurement Services, 8115 Gatehouse Road, Suite 4400, Falls Church, Virginia 22042-1203. Responses received after the time and date specified above may not be considered.

If you have any questions or comments, please direct them to, Contract Administrator Delphine G. Lambert at (571) 423-3584 or dglambert@fcps.edu.

Sincerely,

Delphine Lambert, Contract Administrator
Office of Procurement Services



SPECIAL PROVISIONS**1. SCOPE OF REQUESTED INFORMATION:**

The purpose of this Request for Information (RFI) is to identify suitable solutions that that will facilitate the documentation/tracking of the completion of required information associated with the FCPS Coaches' Education Program (CEP) for coaches employed by FCPS as well as the Student-Athlete Eligibility Compliance System (SAECS) -at both the local school Activities Offices within each high school as well as the central Office of Student Activities and Athletic Programs (SAAP).

2. BACKGROUND:

Fairfax County Public Schools is the largest school system in Virginia, and the 10th largest in the country, with 196 Schools and Centers and over 188,545 students of which approximately 28,000 participate in high school sports in FCPS annually.

Prior to a student becoming eligible to participate in athletics, the student and/or parents are required to satisfy all SAECS requirements, including:

- Valid pre-participation physical exam (PPE) on file
- Completion by the student and a parent/guardian of the concussion education program
- Completion of the participation pledge
- Completion of the Emergency Care Card (ECC)

Once the online concussion education program has been completed separately by the student and a parent/guardian, that information should automatically populate a single online file. Additionally, members of the local school Activities Office will need to access the same student file in order to update the remaining portions of the student's record as those components are completed. Finally, the local school Activities Office and the central SAAP Office generate periodic reports highlighting student-athlete eligibility (i.e. a list of students eligible to try out for a sport); this requires access to that single student file by multiple people.

FCPS currently employs approximately 3300 athletic coaches annually with 400 of those coaches in their first year of employment. Coaches employed by the school division are required to complete the CEP within their first year of employment as a coach, including:

- Completion of hiring process (i.e. badged and fingerprinted)
- FCPS Orientation
- Coaching fundamentals
- Virginia High School League (VHSL) State and Local Component
- FCPS Sports First Aid (SFA)
- Concussion Education
- USA Football (football coaches only)
- American Association of Cheerleading Coaches and Administrators (AACCA) certification (Cheer coaches only)
- Pole vault certification (Pole vault coaches only)

As coaches complete elements of the coaches' education program, the respective Activities Office staff is responsible for uploading relevant completion information data in the database. While the majority of these requirements are "one time only" obligations, other elements (e.g. concussion education) must be completed and documented annually by the local school. In addition, the SAAP Office coordinates and hosts two CEP elements: Orientation and Sports First Aid. Completion information for both of these components is uploaded centrally by SAAP Office staff at the completion of the course.

Both the local school Activities Office and the central SAAP Office generate periodic reports highlighting coach compliance. The SAAP Office also generates a report detailing coach compliance with CEP requirements which is provided annually to the Virginia High School League.

SPECIAL PROVISIONS

FCPS is currently using the web-based online office suite Zoho as a documenting and tracking tool for its education programs.

3. DESIRED SERVICES:Required Functional Requirements

- Accessible both centrally (SAAP Office) and at local school level (Activities Office)
- Ability to add/update/edit records both locally and centrally
 - Coaches should not be able to edit their records
- Ability to generate/print reports (i.e. list of coaches at a given school and their status) locally and centrally
- Ability for a coach to check his/her status regarding CEP requirements
- Ability to modify existing fields or add new fields as needed locally and centrally
- Ability to host an online educational program (SFA)
- Ability to see “at a glance” the status for an individual coach locally and centrally
- Ability to import existing student demographic information from the Student Information System (SIS)
- Ability to import existing coach demographic information via an Excel spreadsheet
- Existing concussion education records updated following repeated completion attempts
 - We do not want multiple or duplicate records for the same student if he/she or a parent completes the program multiple times
- Ability to accommodate 100,000+ records annually
- Ability to remove the previous year’s concussion education, PPE, participation pledge and ECC records in advance of the next school year
 - As these are annual requirements, need a “clean slate” for the next school year

SAECS details to be recorded:

- Student first name
- Student last name
- Student ID number
- Overall student eligibility status (yes/no)
 - Reflects completion of the above mentioned components
 - If all fields are valid = eligible
 - If any field is invalid = ineligible
- School student attends
- Student gender
- Student grade
- Student birthday
- Parent first name
- Parent last name
- Parent contact email
- Current PPE (yes/no)
 - Date of completion
- Student concussion education complete (yes/no)
 - Date of completion
- Parent concussion education complete (yes/no)
 - Date of completion
- Participation pledge complete
 - Date of completion
- Emergency care card on file
 - Date of submission

CEP details to be recorded:

- Coach first name
- Coach last name
- Overall coaching status (complete, incomplete)

SPECIAL PROVISIONS

- Reflects completion of the above mentioned components
 - If all fields are valid = complete
 - If any field is invalid = incomplete
- Contact email
- Contact phone number
- FCPS hire date
- FCPS first season coaching
- FCPS first coaching date
- Fall sport coaching assignment
- Winter sport coaching assignment
- Spring sport coaching assignment
- Fall school assignment
- Winter school assignment
- Spring school assignment
- Hiring process status (complete/incomplete)
 - Date of completion
- FCPS Orientation status (complete/incomplete)
 - Date of completion
- VHSL State and Local status (complete/incomplete)
 - Date of completion
- Sports First Aid status (complete/incomplete)
 - Date of registration
 - Date of completion
- Concussion education status
 - Date of completion

Desired Functional Requirements

- Integrated registration “portal” for in-person classes (Orientation and SFA)

4. INSTRUCTIONS:

4.1. Submit a written document which communicates interest in and capacity to address some or all of the needs identified in Paragraph 3 entitled “Desired Services”. The offeror is encouraged to recommend alternative approaches in responding to this RFI for FCPS’s consideration. The Offeror’s document should be contained in a binder, arranged in the same order and identified with headings as presented herein.

4.2. Major Modules and System Architecture

Provide a brief description of its system, to include:

- Functional components/Major modules;
- System Architecture;
- Software Architecture;
- Interoperability/integration with other applications and external systems
- Ability to import/export database fields in standard data-exchange formats
- Backup, archive and recovery capabilities;
- Key product information such as concurrent user capabilities, bandwidth requirements, security protocols, user roles, account management, system monitoring, hosting options.

SPECIAL PROVISIONS**4.3. Comparable installations and references:**

Provide a list of any current or near-term customers to which FCPS may be compared, specifically those of similar size, scope or interest. Offeror is asked to provide reference/s of school divisions, including names and contact information, which FCPS may contact to understand the offeror's capability and experience

4.4. Offeror must submit the information requested in Paragraphs 4.1, 4.2. and 4.3 with their responses. This information will be considered the minimum content of the information requested. Information contents shall be arranged in the same order and identified with headings as presented herein.

4.5. Offeror Information

- a. Name of firm submitting information; main office address; when organized; if a corporation, when and where incorporated; appropriate Federal, State, and County registration numbers; and annual report or financial statement.
- b. Name and contact information of the contact person from the firm or corporation submitting the requested information.

5. CONTACT:

The person to contact concerning all matters pertaining to this Request for Information is:

Delphine G. Lambert, Contract Administrator
 Fairfax County Public Schools
 Office of Procurement Services
 8115 Gatehouse Road, Suite 4400
 Falls Church, Virginia 22042-1203
 Telephone: 571-423-3584
 Email: dglambert@fcps.edu

6. SUBMISSION OF INFORMATION:

One (1) original (duly marked) and two (2) copies of the Request for Information shall be delivered to the following address. Electronically stamped delivery receipts are available. Additionally, it is requested that two (2) copies of the proposal be provided in a searchable USB drive format.

Department of Financial Services
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7. LATE INFORMATION:

Information received at Fairfax County Public Schools, Department of Financial Services, Office of Procurement Services after the date and time prescribed may not be reviewed and may be returned to the Offeror.